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Environmental Protection Agency Protection (CPT)
New England Region

Urban Environmental Initiative Application Guidance FY 1999



*“Working with urban communities
to improve the quality of life and the
environment”*

U.S. Environmental Protection Agency-New England
1999 Urban Environmental Initiative Community Grants Program

Grant Application Guidance

February 1999

Introduction

This guideline outlines the purpose, goals, and general procedures for application and award under the Urban Environmental Initiative (UEI) Community Grants Program. Applications must be mailed to the U.S. Environmental Protection Agency (EPA) New England and **postmarked no later than Monday, April 9, 1999**. See section VII for detailed information on how to apply. Grants may be requested for amounts from \$5,000 to \$20,000 for the period October 1, 1999 to September 30, 2000. Applicants must be a non-profit entity 501 (c) (3), an educational institution or a municipal agency. Applicants will be notified by July 1, 1999 regarding the status of their grant application.

This guidance includes the following:

- I. Background
- II. What projects can be funded
- III. Who is eligible to apply for funding
- IV. How to prepare the grant application
- V. How to structure the proposal narrative
- VI. What criteria will be used to evaluate an application
- VII. How to apply
- VIII. Project period and reporting requirement
- IX. Expected Time-Frame for Reviewing and Awarding Grants
- Attachment A: Application Form and completed sample form
- Attachment B: One page summary outline
- Attachment C: Workplan / Timeline form
- Attachment D: Sample Budget Detail
- Attachment E: Check list of required materials

I. Background

In urban areas throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma from poor indoor air quality. Cumulatively, the effects of these hazards on urban residents and high risk populations such as children and the elderly are compounded by issues including environmental injustice, economic development, and social ills. This results in disproportionate health risks to residents and stress on the quality of the air, water, and land in urban neighborhoods. In 1995, EPA New England piloted the Urban Environmental Initiative (UEI) to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems.

The Urban Environmental Initiative facilitates community-based environmental protection in the targeted cities of Boston, MA, Providence, RI , and Hartford, CT. The UEI program takes an active role in listening to community needs and concerns, identifying projects, and leveraging resources to implement projects that make measurable improvements in public health and the quality of the urban environment. The UEI has three core objectives:

- I. assist communities in identifying priority environmental problems and developing strategies to restore and revitalize the environment;
- II. promote partnership development which builds community-based capacity and infrastructure to assess, manage and resolve environmental problems, and
- III. support economic development within communities in conjunction with strategic environmental and public health protection efforts.

II. What projects can be funded?

The Urban Environmental Initiative Community Grants Program seeks to fund projects in the three pilot cities that facilitate community improvements in one or more of the following environmental areas. Included below are some examples of such projects.

Lead Poisoning Prevention - projects which reduce exposures to lead or target education, outreach or training for lead poisoning prevention towards high-risk populations.

Indoor Air Quality (IAQ) - comprehensive asthma outreach, carbon monoxide poisoning prevention, environmental tobacco smoke exposure to children, integrated pest management, alternative pesticide use outreach, indoor air quality control in schools.

Ambient Air Quality - projects that reduce the use of automobiles or promote alternative transportation methods, emission reduction projects for auto body shops in neighborhoods, traffic reduction projects, projects that encourage biking, walking, or car pooling.

Urban Rivers/Wetlands - shoreline surveys and clean ups, river monitoring projects, community education, information and outreach activities which include a "hands on" river or wetland revitalization/restoration aspect.

Urban Vacant/Open Space - urban agriculture, farmers market development, creating community gardens, tree stewardship programs, sustainable clean-up efforts that result in permanent revitalization, pollution prevention efforts through reduction in neighborhood trash, or illegal dumping etc.

Funds should support activities to restore or revitalize the environment, education, outreach, training, organizing or community planning activities. Funds may be used to complement programs of construction or medical treatment. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but lead screening itself could not be funded. In addition, funds are available for community planning, workshop design and organizing which develops a process and achieves some element of restoration or revitalization of an environmental asset, such as contaminated land, urban wetlands or wilds, or an urban riparian area. Children are exposed to greater risks from exposure to environmental threats, pound for pound than adults. The UEI Community Grants Program supports projects and activities to improve children's health by reducing environmental hazards.

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress; (2) partisan or political advocacy purposes, or (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding.

III. Who is eligible to apply for funding?

Eligible applicants include community-based non-profit organizations or grassroots organizations based in the UEI's target cities: **Boston, MA, Providence, RI and Hartford, CT.** Private businesses, State agencies and individuals are not eligible. We will consider funding an educational institution or municipal agency if it seeks funding to support a project with substantial community involvement and leverages resources from other municipal or private sources. Organizations excluded from applying directly are encouraged to work with eligible applicants to develop proposals that include them as participants in the project.

IV. How to prepare an application

To qualify, your grant application package must include the following elements:

- (1) a completed Application Form (see attachment A),
- (2) one page project summary (see attachment B)
- (3) proposal narrative, with workplan/timeline (see attachment C)
- (4) budget detail sheet (see sample in attachment D),
- (5) a copy of the organization's 501 (c) (3) tax status letter,
- (6) resumes of up to three key project staff, and
- (7) letters of commitment for up to three partner organizations.

The one page summary should describe your project and which of the UEI program objectives does it meet (i.e., restoration/revitalization, capacity building, and economic development in conjunction with environmental and public health protection.) Identify your goals and how you will meet them. Explain what the environmental and public health results or improvements will be. See the Project Summary outline in Attachment B.

The project proposal including the proposal narrative, program evaluation, and a narrative discussion of the budget, is limited to five pages. **Exceeding this five page limit will make the application ineligible.** A one page summary, detailed workplan, and budget (see attachments for required formats) must also be submitted for each application and is not included in the five page limitation. The budget narrative should clearly explain the use of funds and include a brief statement of other resources identified to assist with the project. This should include monetary, in-kind and projected continuation funding. It is not necessary to have secured follow on funding. However, it is necessary to identify prospects for ongoing funding and a strategy for program continuation. The narrative should follow the format outlined in section V.

V. How to structure the proposal narrative?

The proposal narrative should describe your organization and the proposed project, answering as many of the following questions as possible. It may not be longer than five single-sided or three double-sided pages. Proposal narratives shorter than five pages are acceptable. Please use the same question headings that are written in **bold** to organize your written proposal. Your proposal should answer the questions outlined below and be responsive to the application guidelines. Review of grants will be based on their satisfaction of the grant criteria.

The Organization

Who are you?

When were you organized?

What are the issues you are addressing?

What are your goals?

What have you accomplished in pursuit of these goals?

How does the project you are proposing fit into your organization's mission and other efforts?

Why are you the right group to do the work you are proposing?

The Project

Describe your project and which of the three (3) program objectives does it meet. (i.e., restoration/revitalization, capacity building and economic development.)

How will this project improve the environment?

Describe the community this project will serve. (Address the cultural, linguistic and economic reality of your target population.)

Why did you choose this community?

How do you intend to involve them?

Why is this approach particularly effective with this community?

Complete the following statement:

“Examples of our success in conducting environmental clean-up, urban revitalization, community education or mobilization programs, etc. are...”

Are there other organizations working on this issue in your community?

How is your project different from what is already being done?

Will your project be complementary?

Who will direct this effort?

Why do you have confidence in their leadership?

What other groups will you work with on this project (other community groups, local government agencies, universities, religious organizations, volunteer groups, health department and/or health centers)?

How will you work with other groups?

What is the partner(s) level of involvement on this project?

Program Implementation (Workplan)

Please address the following questions by completing the workplan/timeline form in attachment C.

How will you implement your program?

What is your schedule for completing project deliverables?

How many x will you train, reduce, conduct, etc.? By when?

Program Evaluation

How will you evaluate your work?

How will you determine if your objectives are being met?

Complete the following statement:

“To document that this project has been effective, we plan to ...”

[It is understood that some measurable objectives require cooperation of other parties or may require a longer period than the grant cycle.

You should still outline measures that show how you are working to influence other parties and where you expect to be by the end of the grant cycle.]

Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)?

Will you re-contact all or some of those you've worked with to see if your assistance has made a difference?

What level/type of evaluation will you incorporate in your project plan? What we are looking for is a method or process which will provide data to assess the effectiveness of a particular education, outreach, training, organizing, environmental clean-up or green space development strategy etc. The method for collecting or tracking your data will depend on the specifics of your project. For one group, administering a pre- and post- survey to train participants may be appropriate, while another group may choose to document pre and post changes in the physical environment, or incidents of environmental degradation such as illegal dumping, or growth in job creation and compensation resulting from the project. The results of the evaluation are important because the data will give project staff direct feedback from project participants.

You will no longer have to wonder about the impact your work is having, but will have concrete answers to questions such as: (1) Are we reaching our target group? (2) Have our environmental clean-up, restoration education, outreach, or training, efforts had any affect on the lives of our target group? (3) Has our project efforts resulted in community improvements in environmental health, urban air and water quality, or urban vacant lot/green spaces?

From the perspective of the funding agency, the evaluation component serves to: (1) offer model strategies that have been shown to be effective and sustainable in a particular community, and (2) reinforces the importance of continued support of community-based environmental protection efforts that

have proven to be effective.

What is the budget

What are the project expenses for the period for which you are requesting funding by budget category (see attachment B)?

Have you budgeted funds to cover an evaluation?

Which expenses are related to the evaluation (staff time devoted to surveying or analysis should be specified as well as any purchased evaluation assistance).

How much funding will you need from the Urban Environmental Initiative Community Grants Program?

Where will you get the remaining funds for the project? Please include both received and anticipated funds.

How will you continue work after the grant period?

What resources have you identified for further work?

VI. What criteria will be used to evaluate an application?

The mission of the UEI Community Grants Program is to facilitate sustainable community improvements in the areas of lead poisoning prevention, indoor air quality, ambient air quality, urban rivers/wetlands and vacant lots/open spaces. Proposals will be evaluated against the six selection criteria outlined below.

Environmental & Public Health Benefit (30 points)

Extent to which the proposed program will result in physical improvement to the environment, provide services, technical assistance, or increased employment in environmental fields or new commercial/green businesses in disadvantaged minority or low-income communities.

Community Involvement (20 points)

Extent to which the community will be principally involved in the development and management of the project. Demonstration that the project

includes specific ways to empower the community to be active in addressing the project goals.

Partnerships with Local Stakeholders (15 points)

Extent to which the applicant partners with other local stakeholders including local government, the private sector, academia, medical establishments or others.

Critical Need & Potential for Long Term Sustainability (10 points)

Extent to which funding represents a critical resource to start or maintain a program which the organization is committed to sustaining beyond the grant period with decreased or zero additional EPA funding.

Demonstrated Success (10 points)

Prior success of the applicant in implementing community-based remediation/cleanup, capacity building and economic development programs.

Evaluation (15 points)

Extent to which proposed program includes an evaluation component that demonstrates the effectiveness of the proposed project goals and outcomes.

VII. How to apply

Complete the Application Form found in attachment A. Use your own 8 ½" x 11" paper for the proposal narrative, budget detail sheet, resumes and letters of commitment. Send the original and (2) two copies of the completed grant application package to: Stacey Johnson, UEI Community Grants Program Coordinator, U.S. EPA New England, One Congress Street, Suite 1100 (Mail Code: CPT), Boston, MA 02114-2023. **All applications must be postmarked no later than Friday, April 9, 1999.** Please note

faxes will not be accepted.

The UEI will sponsor three (3) Grant Information Sessions in each of the UEI target cities. The Sessions are free and open to the public. Please see the first page of your grant guidance for more details and registration information.

VIII. Project period and reporting requirement

Activities must be completed and funds spent within the time frame specified in the grant award, usually one year. However, we will consider project periods of up to twenty-four months in duration. Project start dates will depend on the grant award date.

All recipients must submit a midterm report and final report for EPA approval. Specific report requirements (e.g., Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate and disseminate grantee's final reports to serve as model programs.

IX. Expected Time-Frame For Reviewing and Awarding Grants

February 16, 1999 UEI Grants Program Application Guidance is released.

February 16, 1999

to April 9, 1999 Eligible grant recipients develop and complete their applications.

April 9, 1999

Applications must be postmarked by this date and mailed to EPA New England.

April 9, 1999 to

May 1, 1999

Applications are reviewed, evaluated and grant finalist selected.

May 10, 1999

to May 17, 1999

Applicants will be contacted by EPA if their application

is being considered for funding. All finalists will be required to complete additional government forms prior to receiving a grant. Finalists from Rhode Island will need to apply to the RI Clearinghouse for a 30 day Intergovernmental Clearinghouse process.

September 1999 EPA expects to announce 1999 UEI Grant Recipients.

Attachment B

Urban Environmental Initiative Community Grants Program Project Summary (one page)

Project Name:

Organization Name:

Address:

City/State/Zip

Contact Name(s):

Telephone/Fax

Email Address:

- A. Briefly summarize the proposed project:
(Describe your project and the expected environmental/public health benefits.)

- B. Environmental/Public Health issue(s) to be addressed:
(i.e., lead poisoning prevention, indoor air quality, ambient air quality, urban rivers/wetlands, urban vacant/open space)

- C. Which Urban Environmental Initiative program objectives will be met?
(i.e., restore and revitalize, capacity building, and economic development in conjunction with strategic environmental/public health protection)

- D. Amount requested?

Attachment C

UEI Project Workplan/Timeline

Organization Name:

Project Title:

<i>Project Deliverables</i>	<i>Contact Person (per Task)</i>	<i>Time (Month, Year)</i>	<i>Deliverables</i>
Objective # 1:			
1. Tasks Required	Key Contact	Oct - Nov, 1999	1. Deliverable
2. Tasks Required - Subtasks	Key Contact	Dec 1999	2. Deliverable
Objective # 2			
1. Tasks Required	Key Contact	Jan 2000	1. Deliverable
2. Tasks Required	Key Contact	Feb - Mar 2000	2. Deliverable
3. Tasks Required	Key Contact	April 2000	3. Deliverable
Objective #3			
1. Tasks Required -Subtasks	Key Contact	May-June 2000	1. Deliverable 2. Deliverable
2. Tasks Required - Subtasks	Key Contact	July-Sept 2000	3. Deliverable 4. Deliverable
Objective #4			
1. Tasks Required	Key Contact	Sept 2000	1. Deliverable

Attachment D

SAMPLE BUDGET DETAIL

<u>Expenditures</u>	<u>Total Project Budget</u>	<u>Amount from UEI grant</u>	<u>Other Resources (\$ or in kind)</u>
1. Personnel			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
2. Fringe Benefits at 17%			
0.5 FTE* Community Outreach Worker @ \$10.00/hr \$ 748.00	\$ 748.00		
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
3. Travel			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
4. Equipment **			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ 800.00	
	2,900.00		
5. Supplies			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>		<u>150.00</u>
	500.00		250.00
6. Other			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	
	2,280.00	1,130.00	1,150.00
7. Contractual ***			
XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	900.00
	4,160.00	3,260.00	
Total	\$20,000.00	\$15,600.00	\$4,500.00

* FTE - Full Time Employee

** Equipment must be for this project and carefully justified in the budget narrative.

*** Specify in budget narrative how contractual funds will be used.

Attachment E

Check list of required materials:

- _____ Completed application form (first page)
- _____ Project Summary (one page)
- _____ Project Proposal which includes the proposal narrative, program evaluation and budget narrative (no more than five pages).
- _____ Detailed workplan/timeline
- _____ Budget Detail
- _____ Copy of your non-profit organization's (or your fiscal agent's) 501 (c) (3) letter (include the fiscal agent's letter agreeing to act as fiscal agent for your organization).
- _____ Up to three (3) letters of commitment from partner organizations referenced in the project proposal. Letters must be one page in length.
- _____ Up to three (3) resumes for key project staff. Resumes must be one page in length.

1999 UEI Community Grants Training

The U.S. EPA Urban Environmental Initiative will sponsor three UEI Grant Training sessions to provide applicants assistance with the grant application process. The training will provide an overview of the UEI's targeted programs, examples of past UEI funded projects, grant application processes, and practical tips on how to prepare a strong application. We will sponsor one training in each of UEI's target cities.

March 9, 1999

U.S. Environmental Protection Agency, Region 1
One Congress Street, Training Room, 11th Floor
Boston, MA
Time: 1:00 PM - 4:00 PM

March 10, 1999

City of Hartford Health Department
131 Coventry Street
Hartford, CT
Time: 1:00 PM - 4:00 PM

March 11, 1999

Rhode Island DEM
235 Promenade Street, Room 300
Providence, RI
Time: 1:00 PM - 4:00 PM

To pre-register (or update your mailing information) for the Grant Information Sessions please forward your completed registration form to: **Stacey Johnson, U.S. EPA New England, One Congress Street, Suite 1100, (CPT), Boston, MA 02114-2023.** Directions will be sent to you when your registration form is received. **The pre-registration deadline is March 1, 1999.** If you have questions or concerns please contact Stacey Johnson, UEI Community Grants Program Coordinator at 617 918-1526 or 617 918-1505 via fax.

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UEI Community Grants Training - Registration Form

Name: _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Tel: _____ Fax: _____

Email address: _____

Which training? ____ Boston ____ Hartford ____ Providence